Staff User Guide
Lexiflow Viewer
Apple OS for Mac Desktops or Laptops
(the digital Text Reader Viewer)

K-PREP
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Introduction

The Staff Lexiflow User Guide for Apple OS running on Mac Desktops or Laptops explains how to open the Lexiflow digital test Viewer on test day or to use the Samplers for practice prior to test day. Please read the Student Lexiflow User Guide for details on how to use the Lexiflow Viewer.

The Lexiflow Viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for Microsoft Windows OS, Apple OS for Macs, Apple iOS for iPads, and Chrome OS for Chromebooks. Within the Lexiflow Viewer students will be able to control the read aloud accommodation. Students will continue to use the paper student test booklet and student response booklet for answer responses.
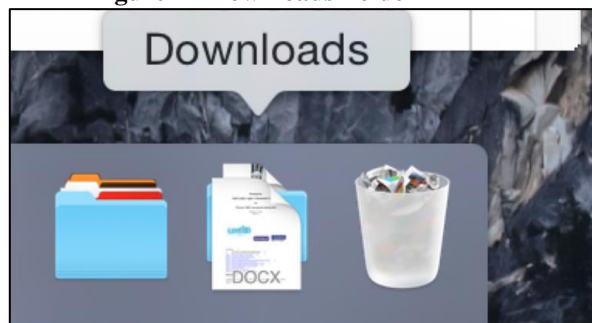
1. How to open a secured test in the Lexiflow Viewer

   1.1. Download the Locked Down Browser software for Apple OS running on Mac Desktops or Laptops here or type in the following link in the Safari browser.
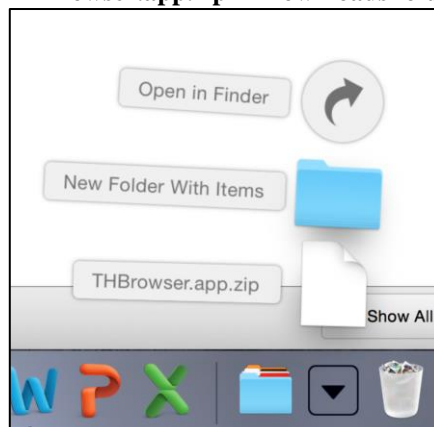
      1.1.1.   https://kdefiles.texthelp.com/LDB/THBrowser.app.zip

   1.2. The downloaded filed named 'THBrowser.app.zip' will be located in your Downloads folder, as shown in Figure 1.
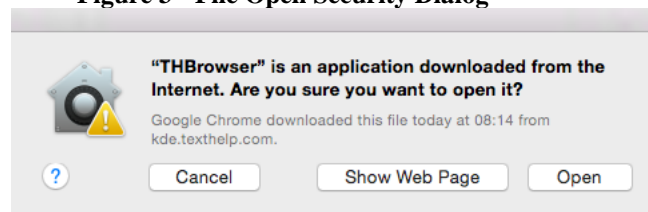
Figure 1 - Downloads Folder

   1.3. Click on the THBrowser.app.zip file, which will extract the Locked Down Browser, as shown in Figure 2.
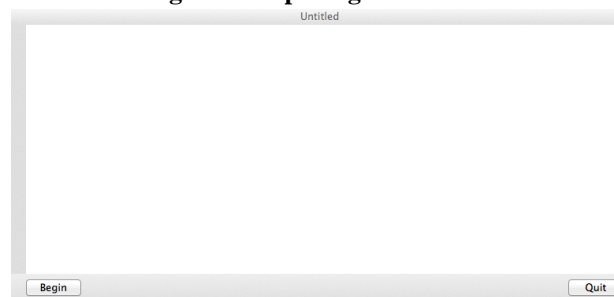
Figure 2 - THBrowser.app.zip in Downloads folder

1.4. The extracted application file, THBrowser, will now be located in the Downloads folder.

1.5. The Lock Down Browser for the Lexiflow Viewer will secure the desktop so that students can only visit the Lexiflow Viewer.
   1.5.1. It will not be necessary to type in a URL address, since the Locked Down Browser will automatically go to the correct URL address.
   1.5.2. Please use a single monitor set up. The Locked Down Browser will not secure a two monitor set up.
   1.5.3. Please close all applications prior to opening the Locked Down Browser.

1.6. When you try to run the THBrowser application you will get the message shown in Figure 3. Please click 'Open.'
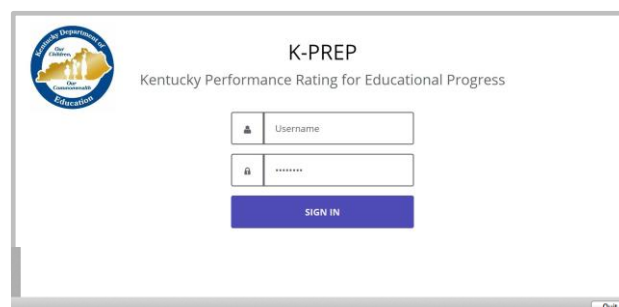
Figure 3 - File Open Security Dialog

1.7. Click 'Begin' in the lower left corner of the resulting opening screen, as shown in Figure 4.

Figure 4 - Opening screen

1.8. You will now be greeted with the Lexiflow Login screen, as shown in Figure 5.

Figure 5 - Lexiflow Viewer Login Screen

1.9. The staff member will enter the Username and Password, if the assessment session is for the actual spring assessment. The students can enter in the Username and Password, if practicing with the Samplers prior to the spring assessment period.

1.10. The staff member will navigate to the Subject and Part that the student is to take.

1.11. If the student is to take a second test in the same session, the staff member or student can do this by clicking on the 'Home' icon, as shown in Figure 6, which will bring them back to the Home screen.
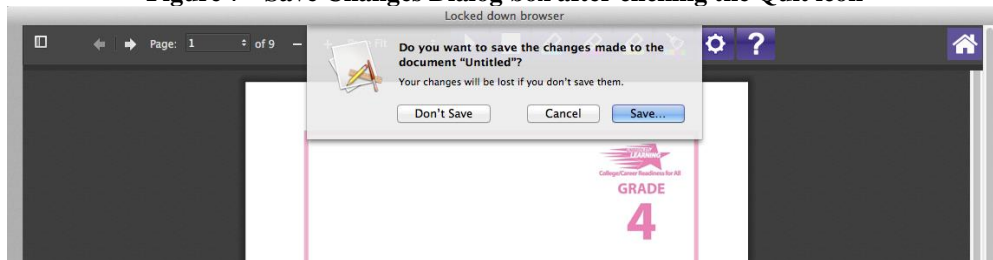
Figure 6 - Home icon

2. How to exit a secured test in the Lexiflow Viewer

2.1. To exit the Locked Down Browser for the Lexiflow Viewer at the conclusion of the testing session, the staff member will click the 'Quit' icon in the lower right hand corner of the Lexiflow Viewer, as shown in Figure 5.

2.2. A dialog message will appear at the top of the screen asking to save changes, as shown in Figure 7. Click 'Don't Save.'

Figure 7 - Save Changes Dialog box after clicking the Quit icon

2.3. A dialog message will appear requesting a password, as shown in Figure 8.
    2.3.1. The staff member will use the following password, while being careful to not use the password in the view of students.
        2.3.1.1. **lexiflow123** – in lower case letters (no spaces) to exit.

Figure 8 - Exit Dialog Box